

**MOTOR VEHICLE
ACCIDENT REPORT**Please read the
Privacy Act State-
ment on Page 3.

INSTRUCTIONS: Sections I thru IX are filled out by the vehicle operator. Section X, Items 72 thru 82c are filled out by the operator's supervisor. Sections XI thru XIII are filled out by an accident investigator for bodily injury, fatality, and/or damage exceeding \$500.

SECTION I - FEDERAL VEHICLE DATA

| | | | | | | | |
|--|--|---------------------------|--|---|--|---|--|
| 1. DRIVER'S NAME (Last, first, middle) | | | | 2. DRIVER'S LICENSE NO./STATE/LIMITATIONS | | 3. DATE OF ACCIDENT | |
| 4a. DEPARTMENT/FEDERAL AGENCY PERMANENT OFFICE ADDRESS | | | | | | 4b. WORK TELEPHONE NUMBER () | |
| 5. TAG OR IDENTIFICATION NUMBER | | 6. EST. REPAIR COST \$ | | 7. YEAR OF VEHICLE | | 8. MAKE | |
| | | | | | | 9. MODEL | |
| | | | | | | 10. SEAT BELTS USED <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| 11. DESCRIBE VEHICLE DAMAGE | | | | | | | |

SECTION II - OTHER VEHICLE DATA (Use Section VIII if additional space is needed.)

| | | | | | | | |
|---|--|---------------------|--|---|--|------------------------------|--|
| 12. DRIVER'S NAME (Last, first, middle) | | | | 13. DRIVER'S LICENSE NUMBER/STATE/LIMITATIONS | | | |
| 14a. DRIVER'S WORK ADDRESS | | | | 14b. WORK TELEPHONE NUMBER () | | | |
| 15a. DRIVER'S HOME ADDRESS | | | | 15b. HOME TELEPHONE NUMBER () | | | |
| 16. DESCRIBE VEHICLE DAMAGE | | | | 17. ESTIMATED REPAIR COST \$ | | | |
| 18. YEAR OF VEHICLE | | 19. MAKE OF VEHICLE | | 20. MODEL OF VEHICLE | | 21. TAG NUMBER AND STATE | |
| 22a. DRIVER'S INSURANCE COMPANY NAME AND ADDRESS | | | | 22b. POLICY NUMBER | | | |
| | | | | 22c. TELEPHONE NUMBER () | | | |
| 23. VEHICLE IS <input type="checkbox"/> CO-OWNED <input type="checkbox"/> RENTAL <input type="checkbox"/> LEASED <input type="checkbox"/> PRIVATELY OWNED | | | | 24a. OWNER'S NAME(S) (Last, first, middle) | | 24b. TELEPHONE NUMBER () | |
| 25. OWNER'S ADDRESS(ES) | | | | | | | |

SECTION III - KILLED OR INJURED (Use Section VIII if additional space is needed.)

| | | | | | | | |
|--------------------------------|---|--|--------------------|--|---|-------------------------|--|
| 26. NAME (Last, first, middle) | | | | 27. SEX | | 28. DATE OF BIRTH | |
| 29. ADDRESS | | | | | | | |
| A | 30. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN | | | 31. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2) | | 32. LOCATION IN VEHICLE | |
| | | | | | | 33. FIRST AID GIVEN BY | |
| 34. TRANSPORTED BY | | | 35. TRANSPORTED TO | | | | |
| 36. NAME (Last, first, middle) | | | | 37. SEX | | 38. DATE OF BIRTH | |
| 39. ADDRESS | | | | | | | |
| B | 40. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN | | | 41. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2) | | 42. LOCATION IN VEHICLE | |
| | | | | | | 43. FIRST AID GIVEN BY | |
| 44. TRANSPORTED BY | | | 45. TRANSPORTED TO | | | | |
| 46. Pedes- trian | a. NAME OF STREET OR HIGHWAY | | | | b. DIRECTION OF PEDESTRIAN (SW corner to NE corner, etc.) | | |
| | | | | | FROM TO | | |
| | c. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF ACCIDENT (Crossing intersection with signal, against signal, diagonally; in roadway playing, walking, hitchhiking, etc.) | | | | | | |

SECTION IV - ACCIDENT TIME AND LOCATION (Use Section VIII if additional space is needed.)

| | |
|----------------------------------|---|
| 47. DATE OF ACCIDENT | 48. PLACE OF ACCIDENT (Street address, city, state, ZIP Code; Nearest landmark; Distance nearest intersection; Kind of locality (industrial, business, residential, open country, etc.); Road description). |
| 49. TIME OF ACCIDENT AM PM | |

50. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED

Use one of these outlines to sketch the scene. Write in street or highway names or numbers.

a. Number Federal vehicle as 1, other vehicle as 2, additional vehicle as 3 and show direction of travel with arrow.

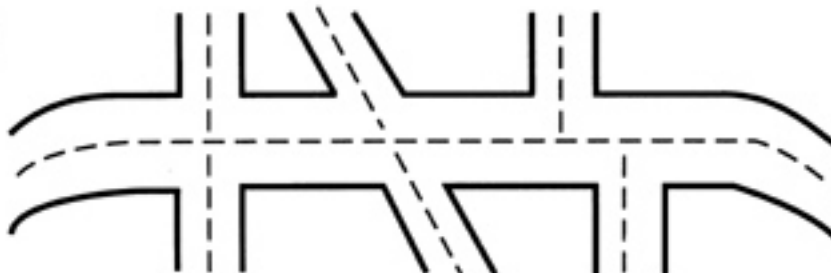
Example: → 1 ← 2 ←

b. Use solid line to show path before accident and broken line after the accident → 2

c. Show pedestrian by → ○

d. Show railroad by ++++++

e. Place arrow in this circle to indicate NORTH ○



51. POINT OF IMPACT (Check one for each vehicle)

| FED | 2 | AREA |
|-----|---|-------------|
| | | a. FRONT |
| | | b. R. FRONT |
| | | c. L. FRONT |
| | | d. REAR |
| | | e. R. REAR |
| | | f. L. REAR |
| | | g. R. SIDE |
| | | h. L. SIDE |

52. DESCRIBE WHAT HAPPENED (Refer to vehicles as "Fed", "2", "3", etc. Please include information on posted speed limit, approximate speed of the vehicles, road conditions, weather conditions, driver visibility, condition of accident vehicles, traffic controls (warning light, stop signal, etc.) condition of light (daylight, dusk, night, dawn, artificial light, etc.), and driver actions (making U-turn, passing, stopped in traffic, etc.).

SECTION V - WITNESS/PASSENGER (Witness must fill out SF 94, Statement of Witness) (Continue in Section VIII.)

| | | | |
|---|--------------------------------|----------------------------------|----------------------------------|
| A | 53. NAME (Last, first, middle) | 54. WORK TELEPHONE NUMBER () | 55. HOME TELEPHONE NUMBER () |
| | 56. BUSINESS ADDRESS | 57. HOME ADDRESS | |
| B | 58. NAME (Last, first, middle) | 59. WORK TELEPHONE NUMBER () | 60. HOME TELEPHONE NUMBER () |
| | 61. BUSINESS ADDRESS | 62. HOME ADDRESS | |

SECTION VI - PROPERTY DAMAGE (Use Section VIII if additional space is needed.)

| | | |
|--------------------------------|-------------------------------------|-----------------------------------|
| 63a. NAME OF OWNER | 63b. OFFICE TELEPHONE NUMBER () | 63c. HOME TELEPHONE NUMBER () |
| 63d. BUSINESS ADDRESS | 63e. HOME ADDRESS | |
| 64a. NAME OF INSURANCE COMPANY | 64b. TELEPHONE NUMBER () | 64c. POLICY NUMBER |
| 65. ITEM DAMAGED | 66. LOCATION OF DAMAGED ITEM | 67. ESTIMATED COST \$ |

SECTION VII - POLICE INFORMATION

| | | |
|------------------------------|-----------------------------------|------------------------------|
| 68a. NAME OF POLICE OFFICER | 68b. BADGE NUMBER | 68c. TELEPHONE NUMBER () |
| 69. PRECINCT OR HEADQUARTERS | 70a. PERSON CHARGED WITH ACCIDENT | 70b. VIOLATION(S) |

SECTION VIII - EXTRA DETAILS

SPACE FOR DETAILED ANSWERS. INDICATE SECTION AND ITEM NUMBER FOR EACH ANSWER. IF MORE SPACE IS NEEDED, CONTINUE ITEMS ON PLAIN BOND PAPER.

SECTION IX - FEDERAL DRIVER CERTIFICATION

In compliance with the Privacy Act of 1974, solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as the first step in the Government's investigation of a motor vehicle accident. The principal purposes for using this information is to provide necessary data for legal counsel in legal actions resulting from the accident and to provide accident information/statistics in analyzing accident causes and developing methods of reducing accidents. Routine use of information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions.

I certify that the information on this form (Sections I thru VIII) is correct to the best of my knowledge and belief.

71a. NAME AND TITLE OF DRIVER

71b. DRIVER'S SIGNATURE AND DATE

SECTION X - DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED

72. ORIGIN

73. DESTINATION

74. EXACT PURPOSE OF TRIP

| | | | | | |
|----------------|------|-----------------------------------|--------------------------|------|-----------------------------------|
| 75. TRIP BEGAN | DATE | TIME (Circle one) a.m. p.m. | 76. ACCIDENT OCCURRED | DATE | TIME (Circle one) a.m. p.m. |
|----------------|------|-----------------------------------|--------------------------|------|-----------------------------------|

77. AUTHORITY FOR THE TRIP WAS GIVEN TO THE OPERATOR

☐ ORALLY ☐ IN WRITING (Explain)

78. WAS THERE ANY DEVIATION FROM DIRECT ROUTE

☐ NO ☐ YES (Explain)

79. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS

☐ YES ☐ NO (Explain)

80. DID THE OPERATOR, WHILE ENROUTE, ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THE TRIP WAS AUTHORIZED.

☐ NO ☐ YES (Explain)81. COMPLETED BY
DRIVER'S
SUPERVISOR

a. DID THIS ACCIDENT OCCUR WITHIN THE EMPLOYEE'S SCOPE OF DUTY

☐ YES
☐ NO

b. COMMENTS

82a. NAME AND TITLE OF SUPERVISOR

82b. SUPERVISOR'S SIGNATURE AND DATE

82c. TELEPHONE NUMBER

()

SECTION XI - ACCIDENT INVESTIGATION DATA83. DID THE INVESTIGATION DISCLOSE CONFLICTING INFORMATION. ☐ YES ☐ NO (If "Yes", explain below.)**84. PERSONS INTERVIEWED**

| NAME | DATE | NAME | DATE |
|------|------|------|------|
| a. | | c. | |
| b. | | d. | |

85. ADDITIONAL COMMENTS (Indicate section and item number for each comment.)

SECTION XII - ATTACHMENTS

LIST ALL ATTACHMENTS TO THIS REPORT

SECTION XIII - COMMENTS/APPROVALS

86. REVIEWING OFFICIAL'S COMMENTS

87. ACCIDENT INVESTIGATOR

a. SIGNATURE AND DATE

b. NAME (First, middle, last)

c. TITLE

d. OFFICE

e. OFFICE TELEPHONE NUMBER

()

88. ACCIDENT REVIEWING OFFICIAL

a. SIGNATURE AND DATE

b. NAME (First, middle, last)

c. TITLE

d. OFFICE

e. OFFICE TELEPHONE NUMBER

()